

## Pupil Privacy Notice - Key Information

This notice contains the key information about **how** and **why** we collect your personal information and **what** we do that information.

Personal information is information that identifies you and relates to you. For example, information about how well you are doing at College and any information that we need to take care of you. Photographs and videos of you also count as your personal information.

We encourage you to read the full version of our pupil privacy notice which is / will be published on the College's website before 01 May 2018. You can also obtain a copy of the full privacy notice by asking your parents to contact the College or by speaking to your form tutor. We are giving you this notice because you are mature enough to make decisions about your personal information.

The full version includes additional points, such as:

- the rights you have in your information including what decisions you can make about your information, what decisions you can make about your information;
- for how long the College retains your personal information; and
- our legal grounds for using your personal information.

Our primary reason for using your personal information is to provide you with an education.

We set out below examples of the different ways in which we use your personal information and where that personal information comes from.

- Admissions forms give us lots of personal information. We get information from you, your parents, your teachers and other pupils. Your old school also gives us information about you so that we can teach and care for you.
- Sometimes we get information from your doctors and other professionals where we need this to look after you.
- We may need to report some of your information to the government. For example, we may need to tell the local authority that you attend the College or let them know if we have any concerns about your welfare.
- We may share your academic and (where fair) your behaviour records with your parents or education guardian so they can support your schooling.
- We may use photographs or videos of you for the College's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the College. We may continue to use these photographs and videos after you have left the College. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.

- We may send you information to keep you up to date with what is happening at the College. For example, by sending you information about events and activities taking place (including fundraising events) and the College newsletter.
- We may keep details of your address when you leave so we can send you details of events and alumni magazines and find out how you are getting on. Further information on the alumni association can be found on the Queen's College website (<http://www.qcl.org.uk/alumnae/alumnae-welcome.php>).

If you have any questions about how we use your personal information, please speak to your form tutor. Alternatively, you can speak to your parents who will talk to us on your behalf.